



National Renewable Energy Laboratory

Memo

To: Offerors

From: Laura Hughes, Subcontract Administrator

Date: July 22, 2003

Subject: Amendment 1 to RFP No. RCX-3-33446 entitled "Federal Energy Management Program (FEMP) Support"

**RESPONDERS ARE TO ACKNOWLEDGE RECEIPT OF AMENDMENT No. 1
IN ANY PROPOSAL SENT IN RESPONSE TO THIS SOLICITATION**

The due date for submission of proposals under this solicitation is hereby extended to 08/06/03.

Questions/Answers:

1) **QUESTION:** In the sample task for Solar Energy Systems, Task Area 1, it is our understanding that the new NPS facility is still in the design phase, and that the FEMP subcontractor would be working with the design team to help them consider solar options for the final facility design. The building electricity loads that are stated in the RFP (135,000 kWh/yr and a peak demand of 48 kW) are based solely on modeled results. Is this correct?

ANSWER: Yes.

2) **QUESTION:** Who are the incumbent contractors in each task area?

ANSWER: While this effort may appear to be similar to previous NREL procurements, this is a new contracting activity with no incumbents.

3) **QUESTION:** Small Business clarification --The RFP indicates a \$6M size standard for small business. Is this RFP restricted to small business or is this an unrestricted solicitation?

ANSWER: This solicitation does not contain any language indicating it is a set-aside of any type.

4) In sample task area 3, Sustainable Facility Design and Planning Services,

a. **QUESTION:** In the sample task, there is no discussion where in the country the federal facility is. Can we assume this federal facility is in Washington DC?

ANSWER: The task calls for the general process of developing a charrette. The topics of the charrette and the type and location of the facility are not specified. Offerors are requested to describe the process that they would go through to identify requirements at a site, identify and recruit charrette participants, organize and deliver a charrette, and prepare a report. This general process would then be applied to a specific facility when a facility is identified.



b. **QUESTION:** The sample task discusses recruiting and bringing other "experts" to the Charrette. Do we include their prices into the price cost proposal?

ANSWER: Complete your proposal in accordance with the instructions contained within the RFP and on each form listed in the RFP.

5) **QUESTION:** Are we to bid travel costs as ODCs in the sample tasks? For example, travel costs to Death Valley National Park under Task area 6.

ANSWER: Complete your proposal in accordance to the instructions contained within the RFP and on each form listed in the RFP.

6) **QUESTION:** Should there be any amendments to the rfp (for example responses to questions), how will we be notified? By email, by checking web site, or other?

ANSWER: In accordance with the solicitation notice postcard, "any amendments will be only be posted on the website - no other notice will be provided".

7) **QUESTION:** Is this contract limited to small businesses? (Reference item 11, page 8 of RFP.)

ANSWER: This solicitation does not contain any language indicating it is a set-aside of any type.

8) **QUESTION:** Should we anticipate a kickoff meeting and a submittal review meeting for each Technical Area/Task?

ANSWER: Each task order under the TOA will include a Statement of Work which will specify whether a kickoff meeting or submittal review meeting is required.

9) **QUESTION:** Should we submit potential sub-tier subconsultants (architect, structural engineer, et.c) at this time or at a later time, if needed?

ANSWER: Complete your proposal in accordance with the instructions contained within the RFP and on each required form listed in the RFP.

10) **QUESTION:** For Technical Area #3 (Sustainable Facility Design and Planning Services) is the size, type and location of the facility information available?

ANSWER: The task calls for the general process of developing a charrette. The topics of the charrette and the type and location of the facility are not specified. Offerors are requested to describe the process that they would go through to identify requirements at a site, identify and recruit charrette participants, organize and deliver a charrette, and prepare a report. This general process would then be applied to a specific facility when a facility is identified.

11) For Technical Areas 3 and 4:

a) **QUESTION:** If we are task-ordered to provide these services for a competitive A/E services contract, will we be precluded from competing for the mechanical/electrical/lighting designs on that contract?

ANSWER: Please refer to the Organizational Conflicts of Interest clause in Article 10 of the Sample Subcontract.

b) **QUESTION:** If we are task-ordered to provide these services on a project that will be designed through an IDIQ contract of which (our company) is part, will we be precluded from providing the mechanical/electrical/lighting designs?

ANSWER: Please refer to the Organizational Conflicts of Interest clause in Article 10 of the Sample Subcontract.

12) **QUESTION:** What escalation rate should be used for Option Periods 1 and 2? Is 5% acceptable?

ANSWER: NREL can't advise you how to prepare your cost proposal.

13) **QUESTION:** I have a question related to technical area #3 in the FEMP Project Support RFP # RCX-3-33446. The introduction for sample task says that the subcontractor may be asked to participate in one or more of three phases of service. The sample task only discusses conducting a Charrette, which I assume would fall under Phase One, Feasibility Assessment.

Am I correct in assuming that we discuss our capabilities for all three phases, but only discuss the approach for the sample task, which in technical area #3 is Phase One?

ANSWER: Please refer to the RFP, Sections 6 and 8 which address Qualitative Merit Criteria and Required Information respectively.

14) **QUESTION:** Which of NREL's terms and conditions apply to this effort?

ANSWER: As noted in the RFP, Appendix B-3 and Appendix C-3 will apply to this effort.

15) **QUESTION:** Paragraph 2 a) on page 3 of the RFP states that "The successful offeror must document knowledge of Federal financing and contracting methods."

Would you kindly refer us to documents or URL's where the referenced "federal financing and contracting methods" are laid out, so we know exactly what body of knowledge it is that we are supposed to document for the Agency.

ANSWER: This criteria would be to select contractors that are familiar with the rules and regulations that Federal agencies must abide by when procuring energy efficiency or renewable energy products and services. This knowledge would be gained by experience working with Federal agencies to implement projects. Key topics include, but are not limited to, those addressed in the following websites:\

Federal Acquisition Regulations <http://www.arnet.gov/far/>

Titles 41 and 48 of Code of Federal Regulations <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

Energy Savings Performance Contracting <http://www.eere.energy.gov/femp/financing/espc.html>